

**JOB OPPORTUNITY**  
**Nevada State Contractors Board**  
**Accounting Assistant**  
**Location: Reno, Nevada**

**Accounting Assistant Position**

The Nevada State Contractors Board, Reno office, is seeking a full-time Accounting Assistant. This position reports to the Fiscal Service Manager.

The successful candidate will be responsible for assisting the Fiscal Service Manager with a variety of accounting and record keeping functions. Duties include, but are not limited to: Accounts payable; accounts receivable; assisting in payroll processing; file maintenance; inventory tracking; and, assistance with financial reporting and audit processes.

**Required Skills:**

- Excellent understanding of accounting principles
- Experience processing accounts payable and receivable, and account reconciliations
- Previous experience working with an accounting software system
- Ability to meet stringent deadlines
- Excellent working knowledge of MS Word and Excel
- Excellent oral and written communication skills
- Excellent organizational skills with an attention to detail

**Education and Experience**

- Minimum two years college with an emphasis on accounting related classes and/or four years of related experience in an accounting related field
- Previous working experience/knowledge of general ledgers
- Experience with fund accounting preferred

Interested persons may submit their resume to [recruit2@nscb.state.nv.us](mailto:recruit2@nscb.state.nv.us)